



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3590.11H
N3/N5
23 Apr 2021

OPNAV INSTRUCTION 3590.11H

From: Chief of Naval Operations

Subj: THE ARLEIGH BURKE FLEET TROPHY, MARJORIE STERRETT BATTLESHIP
FUND AWARD AND USS ARIZONA MEMORIAL TROPHY

1. Purpose. To collate information on and issue detailed procedures for awarding the Arleigh Burke Fleet Trophy, the Marjorie Sterrett Battleship Fund Award and USS Arizona Memorial Trophy; and to provide for distribution of income from the Marjorie Sterrett Battleship Fund. This instruction is a complete revision and should be reviewed in its entirety. Major changes are summarized in subparagraphs 1a through 1d:

a. Updated the organization responsible for coordinating the USS Arizona Memorial Trophy from the Arizona Survivors Association to the Navy League, Phoenix Chapter.

b. Changed responsibility for award presentation from Immediate Superior in Command to Type Commander (TYCOM).

c. Changed the USS Arizona on-board award from a miniature facsimile of the full-sized trophy to a plaque.

d. Added Scope and Applicability and Review and Effective Date paragraphs per OPNAV M-5215.1.

2. Cancellation. OPNAVINST 3590.11G.

3. Scope and Applicability. This instruction applies to all commissioned warships eligible to receive the awards based on the criteria in this instruction.

4. Background.

a. Arleigh Burke Fleet Trophy. Admiral Arleigh A. Burke had a distinguished naval career spanning more than 38 years. The name Arleigh Burke symbolizes the essence of sea power. He made vital contributions in many warfare areas including: battle effectiveness, tactical concepts, weapon systems and naval leadership. It is proper that his name be associated with this award, which recognizes outstanding improvement in battle effectiveness. Funding for the Arleigh Burke Trophy was accepted as a gift to the Navy in the 1960s and is administered and distributed by the Department of the Navy (DON) Assistant for Administration. The trophy is to be purchased with these funds and no further gift analysis is required by the awarded command. The trophy is Navy property and must remain with the awarded command.

b. Marjorie Sterrett Battleship Fund Award

(1) This is a fund established in 1917 by the Tribune Association. It was initiated by a contribution which accompanied this letter:

Brooklyn, N.Y.
February 2, 1916

"To the Editor of the New York Tribune.

Dear Sir:-

I read in your paper every morning a lot about preparedness. My grandpa and my great grandpa were soldiers. If I was a boy I would be a soldier, too, but I am not, so I want to do what I can to help. Mama gives me a dime every week for helping her. I am sending you this week's dime to help build a battleship for Uncle Sam. I know a lot of other kids would give their errand money if you would start a fund. I am thirteen years old and go to Public School No. 9, Brooklyn.

I am true blue American and I want to see Uncle Sam prepared to lick all creation like John Paul Jones did.

P.S.—Please call the battleship America.

Truly yours,
MARJORIE STERRETT"

(2) Prior to World War II, income from this fund was used to reward turret and gun crews making the highest scores in short-range battle practice and to submarine crews making the highest scores in torpedo firing. After World War II, the Navy has emphasized readiness and fitness of the ship rather than competition between individual departments. Accordingly, the reward has been used to promote battle effectiveness by its payment to ships which win the battle effectiveness competitions. Eligibility for the award rotates annually among various classes of ships.

(3) The Deputy Chief of Naval Operations for Operations, Plans and Strategy (CNO N3N5) has preapproved acceptance of up to a \$12,000 award each year from the trustees as a gift to the Navy. This instruction serves as notice that CNO has accepted each award annually on behalf of the Navy. Therefore, the awarded command need not process the award for further gift acceptance. Monies received are Navy property and must be deposited following the Navy gift acceptance policy. Consistent with donor's intent, the awarded command may use the money to purchase items as described in subparagraph 5b. All monies spent and items purchased must be properly accounted for and all items purchased are Navy property.

c. USS Arizona Memorial Trophy. On behalf of the Secretary of the Navy (SECNAV), the CNO accepted the USS Arizona Memorial Trophy from the citizens of Arizona on 7 December 1987. The Arizona Navy League, USS Arizona Survivors Association and other fraternal and civic groups in Arizona promoted and funded this award and its recognition of exceptional performance. Consistent with the mission of USS Arizona, the trophy is awarded for combat readiness among ships of the surface force with primary missions in strike warfare, surface fire support and anti-surface warfare. CNO N3N5 has preapproved acceptance of the award from the Arizona Navy League each year as a gift to the Navy to be bestowed upon the winning entity. Therefore, the awarded command need not process the award for further gift acceptance. The trophy is Navy property and must remain with the awarded command.

5. Description

a. Arleigh Burke Fleet Trophy

- (1) The name of the award is "The Arleigh Burke Fleet Trophy."
- (2) The award will be given annually to one ship or aircraft squadron selected from both Atlantic and Pacific Fleet units as a permanent award to be retained on board.
- (3) The award will be given to the ship or aircraft squadron from each coast selected for having achieved the greatest improvement in battle effectiveness during the calendar year based upon the battle effectiveness competition.
- (4) Each award will indicate the parent fleet command, the name of the commanding officer of the ship or squadron and the competition year awarded.

b. Marjorie Sterrett Battleship Fund Award.

- (1) The name of the award is "The Marjorie Sterrett Battleship Fund Award."
- (2) Winning the battle effectiveness award is a prerequisite.
- (3) The award is a monetary contribution given annually to one ship from each coast. Commanding officers receiving money from the trustee must ensure the full amount is placed in the recreation fund, safeguarded, accounted for and used following the regulations for handling of such funds, subject to the provision that funds must be used primarily for the benefit of enlisted personnel and for one or more of the purposes listed in subparagraph 5b(3)(a) through (g):
 - (a) Athletic or special equipment for rifle or pistol teams to be used in competition not connected with preliminary instruction or practice qualification firing of those weapons,

provided the supplies and equipment already furnished by the government for such purposes are not sufficient to meet the needs of the command.

(b) Repairing athletic equipment.

(c) Prizes for athletic and marksmanship competitions with infantry weapons, when such marksmanship competitions are not connected with preliminary instruction or practice in the qualification firing of those weapons.

(d) Furniture and equipment for recreation rooms or repair and replacement of them when they are not otherwise obtainable from the government.

(e) Dances, picnics, parties and similar recreational activities.

(f) Music and instruments for organized bands and orchestras when such music and instruments are not otherwise obtainable through the government.

(g) Purchasing electronic sound devices such as stereo systems, radios and similar recreational equipment.

c. USS Arizona Memorial Trophy

(1) The name of the award is "The USS Arizona Memorial Trophy."

(2) The original trophy is made of bronze, stands approximately 3 feet high and is set in a black marble base. It is awarded to the ship having achieved the greatest combat readiness in strike warfare, surface fire support and anti-surface warfare, as determined by the CNO, during a 2-year competitive period.

(3) Recipients of the USS Arizona Memorial Trophy will receive a plaque from the TYCOM for permanent retention onboard. The award will bear the names of the winning ship, her commanding officer and the competition year and will be presented to the commanding officer.

6. Procedures

a. For the Arleigh Burke Fleet Trophy and Marjorie Sterrett Battleship Fund Award, Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) and Commander, Pacific Fleet (COMPACFLT) are given wide latitude in determining those factors most essential in contributing to the selection of a particular unit for those awards. For the USS Arizona Memorial Trophy, COMUSFLTFORCOM and COMPACFLT will provide CNO with objective and subjective data to substantiate their nomination for the award. All award nominations for multi-crew ships will specify the nominated crew.

b. It is possible that a winner of the battle effectiveness competition could also win the Arleigh Burke Fleet Trophy, the Marjorie Sterrett Battleship Fund Award or the USS Arizona Memorial Trophy.

c. The competitive periods for the awards are:

(1) The Arleigh Burke Fleet Trophy – calendar year.

(2) The Marjorie Sterrett Battleship Fund Award – calendar year.

(3) The USS Arizona Memorial Trophy – 2 year competitive period ending 31 December of each even-numbered year.

7. Action

a. Arleigh Burke Fleet Trophy

(1) COMUSFLTFORCOM and COMPACFLT will select the ship or aircraft squadron winning the trophy within their fleet and forward the nomination to CNO by 31 March following the competition year.

(2) TYCOMs will include a proposed COMUSFLTFORCOM and COMPACFLT letter of commendation for their selected unit as a part of their nomination. A copy of the letter for the winning unit will be forwarded to the Director, Operations and Plans (OPNAV N3) as a part of the final nomination package.

(3) CNO will announce the winners by naval message. Following this announcement, COMUSFLTFORCOM and COMPACFLT will present the trophy at an appropriate ceremony on behalf of the CNO. In the event either commander is not available to make the presentation within a reasonable amount of time, he or she may delegate this responsibility to another flag officer within the chain of command.

(4) Fabrication and distribution of trophies to COMUSFLTFORCOM and COMPACFLT will be coordinated by OPNAV N3.

b. Marjorie Sterrett Battleship Fund Award

(1) CNO will notify COMUSFLTFORCOM and COMPACFLT in October of each year of the class grouping of ships from which nominations should be made.

(2) COMUSFLTFORCOM and COMPACFLT will select the ship winning the award from the specified ship class and forward that selection to OPNAV N31 not later than 31 March following the competition year.

(3) As directed by COMUSFLTFORCOM and COMPACFLT, type commanders will provide nominations and justifications for the unit nominated.

(4) The CNO will announce the winner of the award by naval message, inform the trustee of the fund of the names of the ships selected and request available funds be equally distributed to the commanding officer of each winning ship.

c. USS Arizona Memorial Trophy

(1) COMUSFLTFORCOM and COMPACFLT will submit one nomination by letter to OPNAV N31 no later than 31 March following the competitive period. Sample factors identified to substantiate nominations should be presented in the format outlined in subparagraphs 7c(1)(a) through 7c(1)(d):

(a) Combat Readiness.

1. Cruise missile tactical qualification.
2. Naval gunfire support scores.
3. Fuel efficiency (SECNAV Energy Conservation Award input).
4. Retention.
5. Logistics management assessment.
6. Combat systems assessment.
7. Command Excellence Award.

(b) Operational Performance.

1. Deployments.
2. Exercise participation.
3. Projects conducted (CNO, Research Testing Development and Evaluation, etc.).
4. Other.

(c) Miscellaneous achievements contributing to combat readiness and effectiveness.

(d) Narrative.

(2) The CNO will select and announce the winner of the USS Arizona Memorial Trophy by naval message.

(3) Following the award announcement, the CNO will advise the President, Navy League Phoenix Council by letter of the recipient of the award, along with pertinent selection data. The Navy League, Phoenix Council will coordinate the fabrication and delivery of the plaque to the winning unit.

(4) The winner's administrative TYCOM will conduct an appropriate ceremony and presentation of the plaque provided by the Navy League, Phoenix Council. The TYCOM of each subsequent winner will contact the TYCOM of the previous winner to arrange transshipment of the trophy if required.

8. Records Management.

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoD, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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10. Information Management Control. OPNAV RCS 3590-18 has been assigned to reporting requirement contained in paragraph 7.

A handwritten signature in black ink, appearing to read 'P. G. Sawyer', is positioned above the printed name.

P. G. SAWYER
Deputy Chief of Naval Operations for
Operations, Plans and Strategy

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via DON Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.